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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

REVIEW ITEM DISCREPANCY (RID) SYSTEM USER'S GUIDE

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1. SCOPE

The RID System User's Guide provides system guidance to all review participants.

1.1 Purpose. This document is intended to provide sufficient information for each review participant to successfully use Version 3.4 of the RID System.

2. APPLICABLE DOCUMENTS

MWI 8060.3 *Requirements and Design Reviews,
MSFC Program/Projects*

3. ACRONYMS/DEFINITIONS

PRR	Preliminary Requirements Review
PDR	Preliminary Design Review
CDR	Critical Design Review
DCR	Design Certification Review
RID	Review Item Discrepancy
ID	Identification
ROM	Rough Order of Magnitude

4. THE MSFC REVIEW PROCESS

MSFC design reviews are conducted to assure that design requirements and objectives are clearly stated and that the design and end product will meet these requirements. The set of design reviews, established by project management, may include a Project Requirements Review (PRR), Preliminary Design Review (PDR), Critical Design Review (CDR), Design Certification Review (DCR), or other incremental/interim reviews necessary to verify and validate design.

The typical MSFC review process is shown in Figure 1. It should be noted that each program/project may handle their reviews differently. The MSFC review process and the RID System are designed to handle some of these differences. For example, a review may or may not have a Screening Group or PreBoard as indicated in Figure 1.

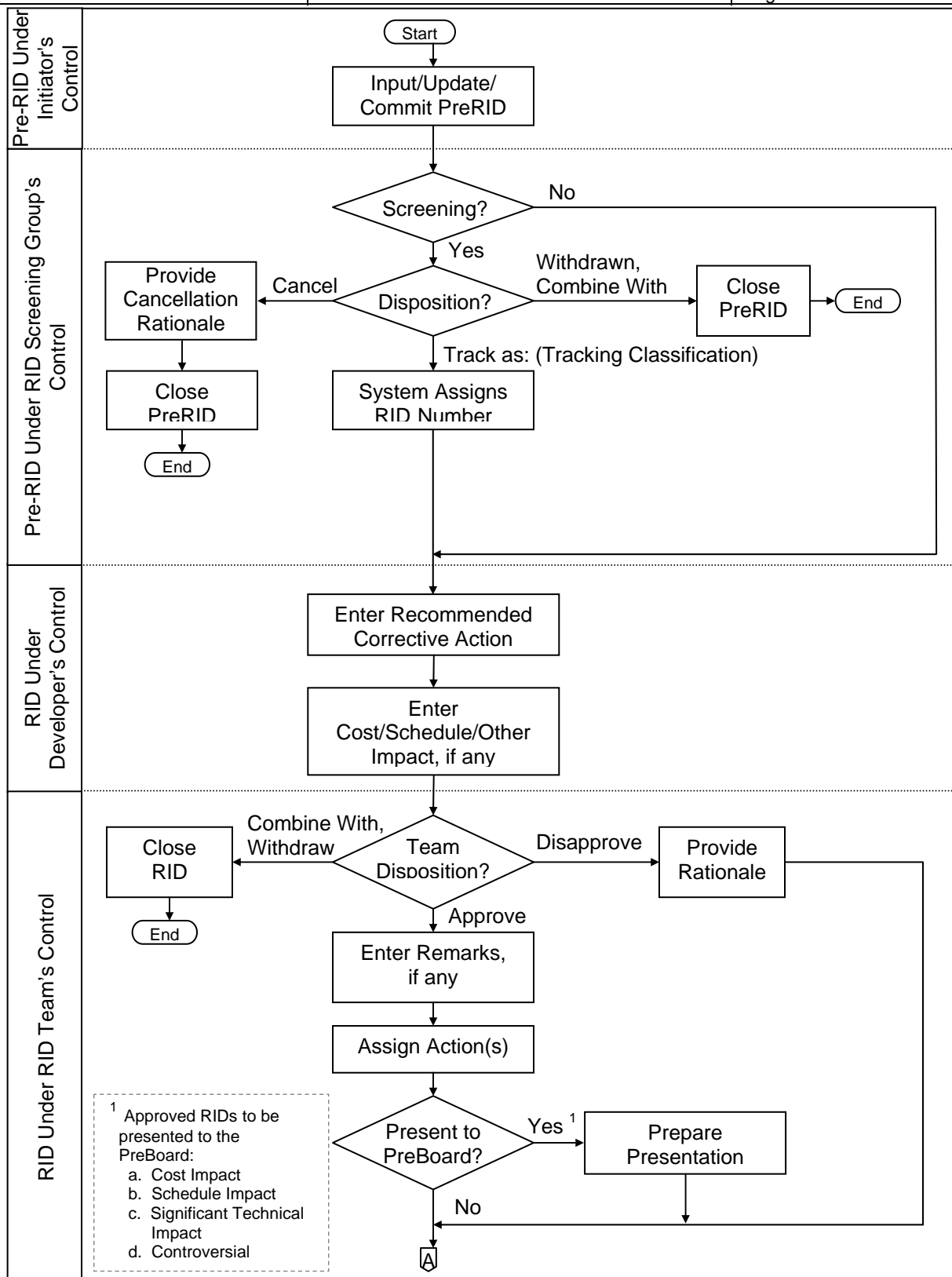


Figure 1. RID Process Flow

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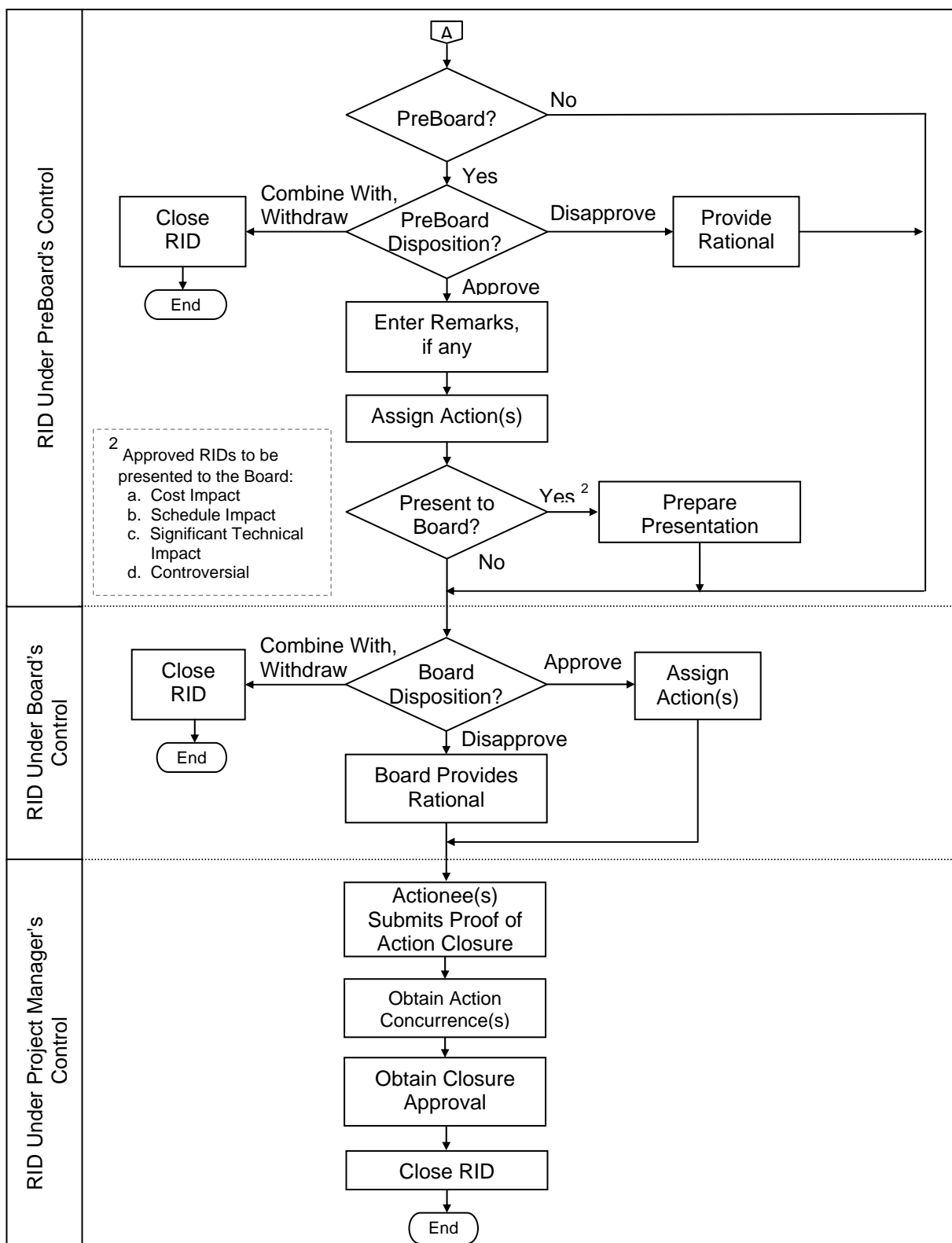


Figure 1. RID Process Flow (Continued)

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5. RID SYSTEM USAGE

This section of the User's Guide is intended to assist review participants in performing system functions.

The following general user functions are described in this section:

- a. User Registration
- b. System Login
- c. RID System Home Page
- d. View/Print RIDs
- e. View/Print Reports
- f. Pending Tasks

In addition, the following roles and associated tasks are described on a step-by-step basis:

- a. Initiator – RID Entry
- b. Initiator – RID Update
- c. Screening Group Lead – PreRID Screening
- d. Screening Group Member – Screening Remarks
- e. Developer – Recommended Corrective Action and Cost/Schedule/Other Impacts
- f. Team Lead – Team Disposition
- g. Team/PreBoard/Board – Action Item Recommendation/Assignment
- h. PreBoard Chair – PreBoard Disposition
- i. Board Chair – Board Disposition
- j. Actionee – Action Item Implementation
- k. Action Reviewer – Action Item Concurrence
- l. Action Approval Authority (Team Lead) – Action Item Approval
- m. System Engineer – RID Implementation
- n. RID Reviewer – RID Closure Concurrence
- o. Project Manager – RID Approval

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5.1 User Registration. Access to the system via the following URL will display the U.S. Government Computer Warning banner as shown in Figure 2.

https://msfcrids1.nis.nasa.gov/rids/rids_login.taf.

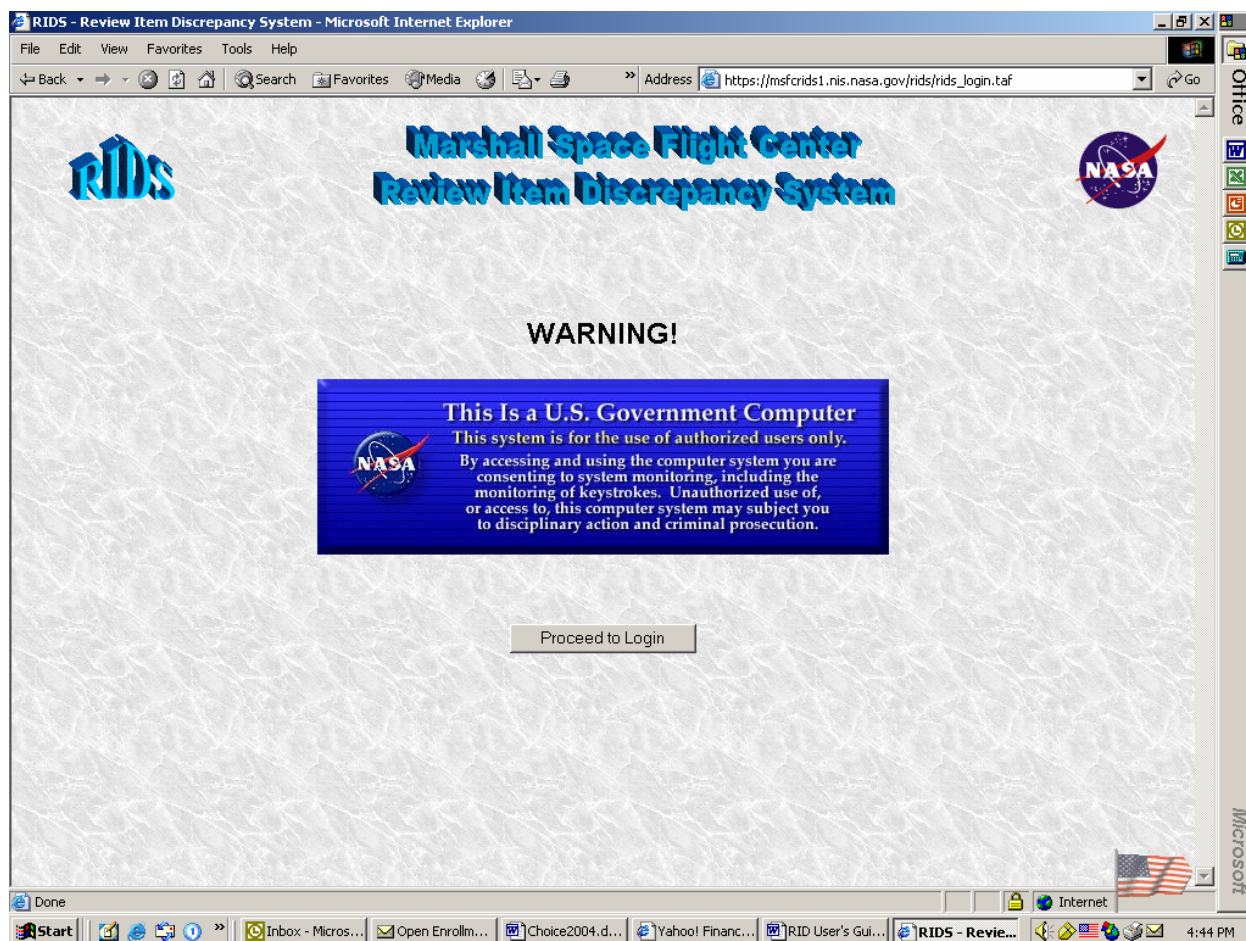


Figure 2. U.S. Government Computer Warning Banner

Clicking the “Proceed to Login” button will display the RID System login page as shown in Figure 3.

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The screenshot shows a Microsoft Internet Explorer window titled "RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC". The address bar displays the URL: https://msfcrids1.nis.nasa.gov/rids/RIDS_login.taf?_function=Proceed. The main content area features the "RIDS" logo on the left, the "Marshall Space Flight Center Review Item Discrepancy System" title in the center, and the NASA logo on the right. Below the title, the text "Login for registered RIDS users" is displayed. A login form contains two input fields: "User ID:" and "Password:". Below these fields is a link labeled "Forgot Password?". A "Login to RIDS" button is positioned below the form. At the bottom of the page, a message states: "Not Registered? Click [here](#) to register for RIDS access." The status bar at the bottom shows "Done" and "Internet".

Figure 3. Login Page for Registered RIDS Users

If you have not registered, clicking the [here](#) link will display the RID System Registration on-line screen as shown in Figure 4. The RID System User Registration Page screen as shown below serves as the registration request. All participants must complete this form according to the instructions and submit it for approval. After completion of all fields, click the "Submit Registration Request" button at the bottom of the screen.

Following Program/Project approval of the Registration Request, a system-generated email will be sent to the user. Once notified, users can access the review(s) to which they have been granted access.

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Statement of Responsibility	
<p>Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others. I will not share my UserID or divulge my password to anyone. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.</p>	
User ID	<input type="text"/> Enter desired User ID for RIDS (4-12 characters) Use MSFC Domain ID if applicable.
Password	<input type="password"/> Enter desired Password (8-12 characters). Password shall have the following type characters: Upper Case, Lower Case, Number, Special Character. NOTE: The password may not be wholly or predominately composed of: UserID, owner's name, birth date, Social Security Number, family member or pet names, names spelled backwards, contractor name division or branch name, repetitive or keyboard patterns, name of automobile or sports team, name of vendor, or nickname of a product.
Password Confirmation	<input type="password"/> Confirm password. (Be sure to remember your password. It will not be sent to you by the system.)
Password Verification Question	<input type="text"/> What is your mother's maiden name?
Password Verification Answer	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Org. Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>
User Type	<input type="text"/> Select User type. If Other, specify. <input type="text"/>
Site	<input type="text"/> MSFC Select NASA Center. If Contractor or NASA Partner, specify Co./Ptr: <input type="text"/>
Location	<input type="text"/> Enter City, State and Country.
Are you a US citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, specify country. <input type="text"/>
Do you claim citizenship of another country?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, specify country. <input type="text"/>
Do you represent a foreign country?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, specify country. <input type="text"/>
Select a Review	<input type="text"/>
<p>By clicking the Submit Registration Request button, you are signifying that you have read the Statement of Responsibility above and understand and agree to abide by the stated requirements.</p>	
<input type="button" value="Submit Registration Request"/>	

Figure 4. RID System Registration Screen

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5.2 System Log In. To log into the RID System, type your User ID and Password, then click the “Login to RIDS” button. See Figure 3. This procedure will open the Home Page of the MSFC RID System.

5.3 Forgot Your Password? If you have forgotten your password, click the “Forgot Password?” link to display the Temporary Password Request for Registered RIDS Users screen as shown in Figure 5a below. Enter your user ID and click the “Submit” button at the bottom of the screen.

Figure 5a. Temporary Password Request for Registered RIDS User's ID

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Enter your "Answer" to the Verification Question (Figure 5b.). After submitting this information, you will receive a notice that your RIDS temporary password will be sent to the e-mail address on record for your User ID.

User ID:	choudw
Verification Question:	What is your favorite pet's name?
Enter Verification Answer:	<input type="text"/>

Submit Cancel

Figure 5b Temporary Password Request for Registered RIDS User's Verification

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After answering the verification question, you will receive a notice (Figure 5c) that your RIDS temporary password will be sent to the e-mail address on record for your User ID. Refer to the email to access your temporary password. The temporary password will be valid for a single login – once used, you will be prompted to enter a permanent password.

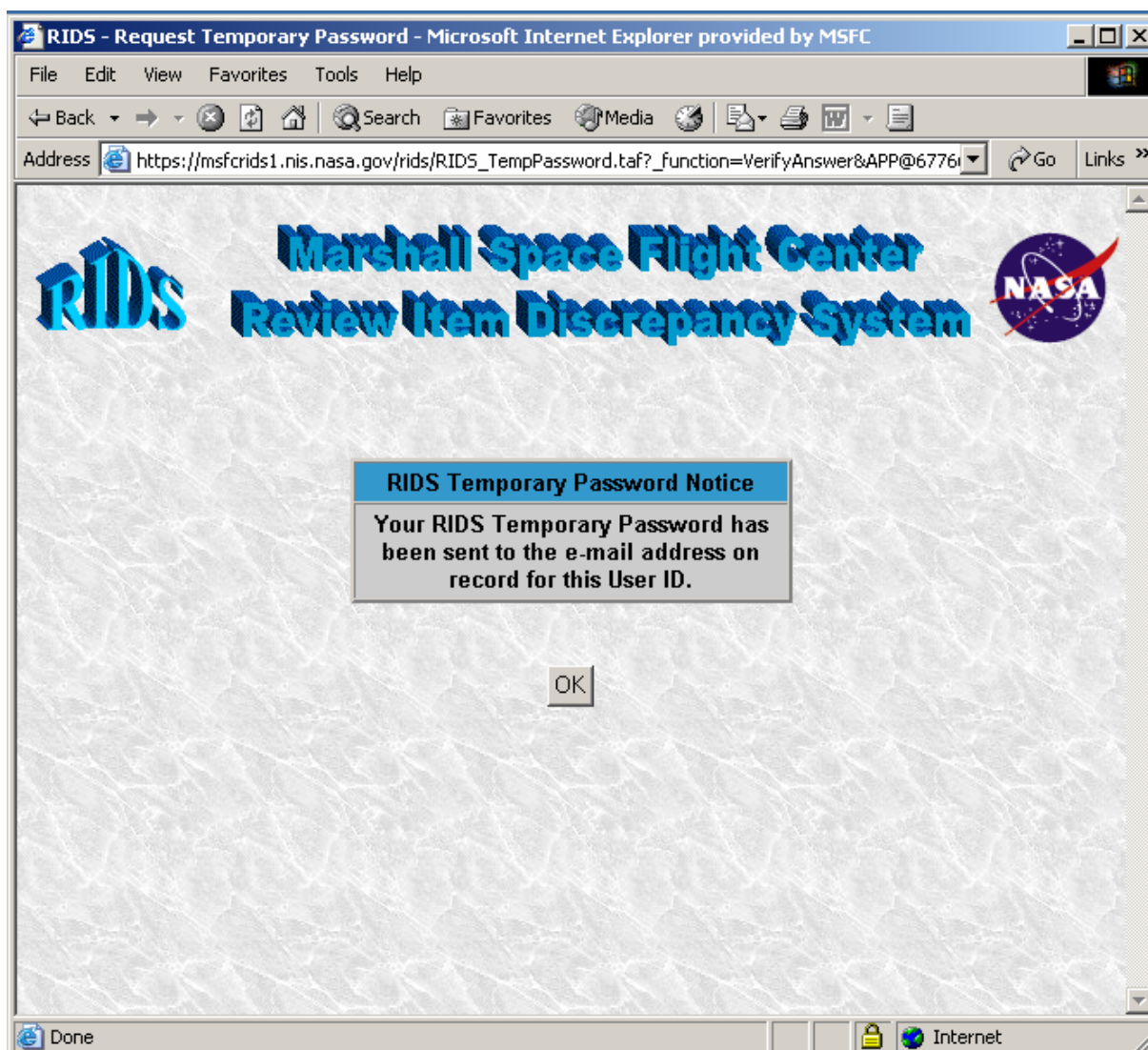


Figure 5c. RIDS Temporary Password Notice

Clicking the “OK” button on the RIDS Temporary Password screen will open the U.S. Government Computer Warning Banner (as shown in Figure 2).

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Clicking the “Proceed to Login” button display the following message:

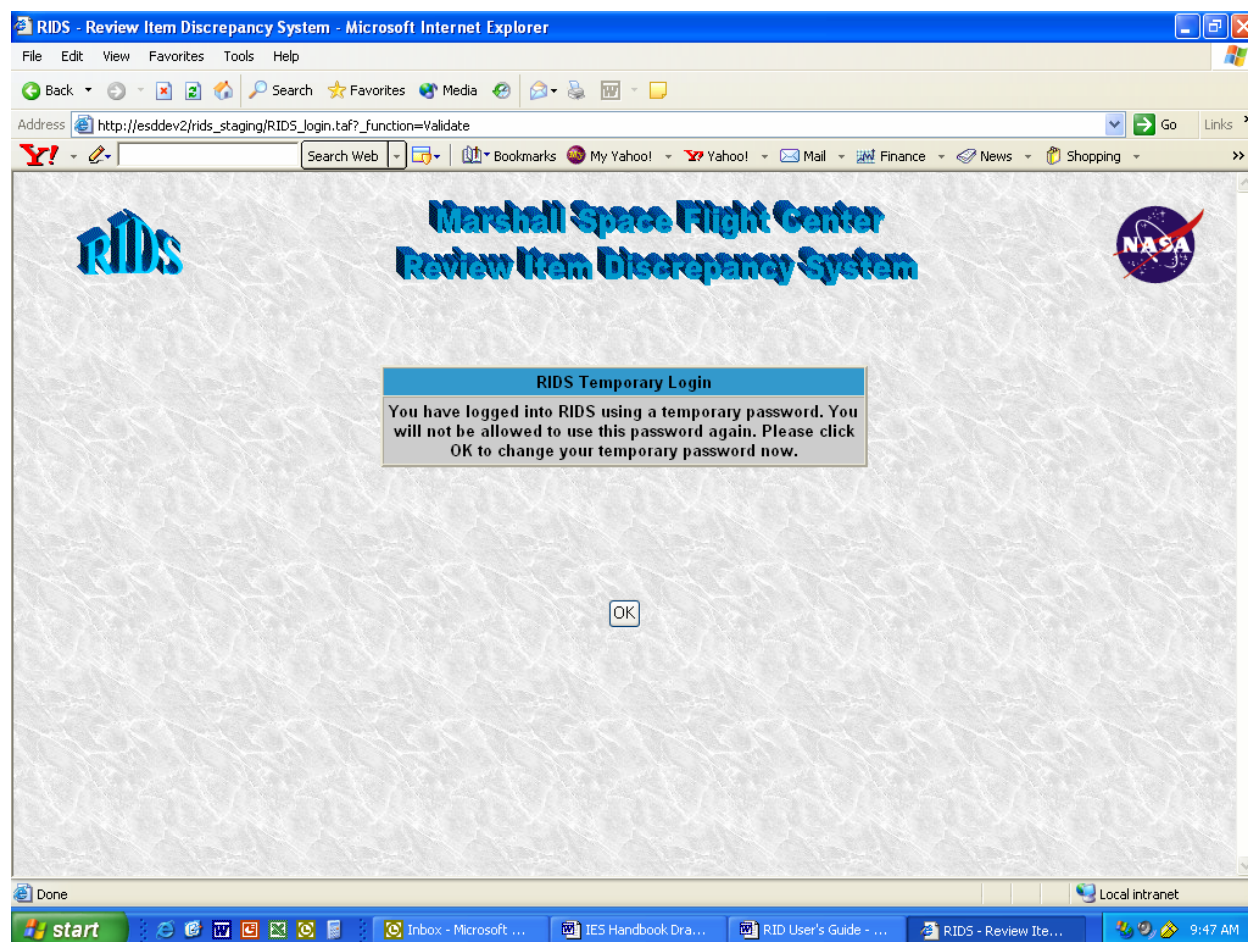


Figure 5d. Temporary Password Message

Click the “OK” button to enter a new password (as shown in Figure 5e).

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Figure 5e. Create New Password Screen

Upon submitting your new password information, you will be notified that your password has been changed (as shown in Figure 5f).

Figure 5f. Password Acceptance Message

Click OK to continue.

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Upon successful login, the MSFC RID System Home Page (as shown in Figure 6) will be opened.

Figure 6. RID System Home Page

5.4 RID System Home Page. The RID System Home Page screen serves as a portal to all system functions.

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5.4.1 Review Selection. From the RID Home Page, review participants may select a review from the RID Home Page as shown in Figure 7. The reviews listed in the dropdown list are limited to those reviews for which the user has registered and has been granted access. When a review is selected, the Main Menu on the left side of the screen will be activated.

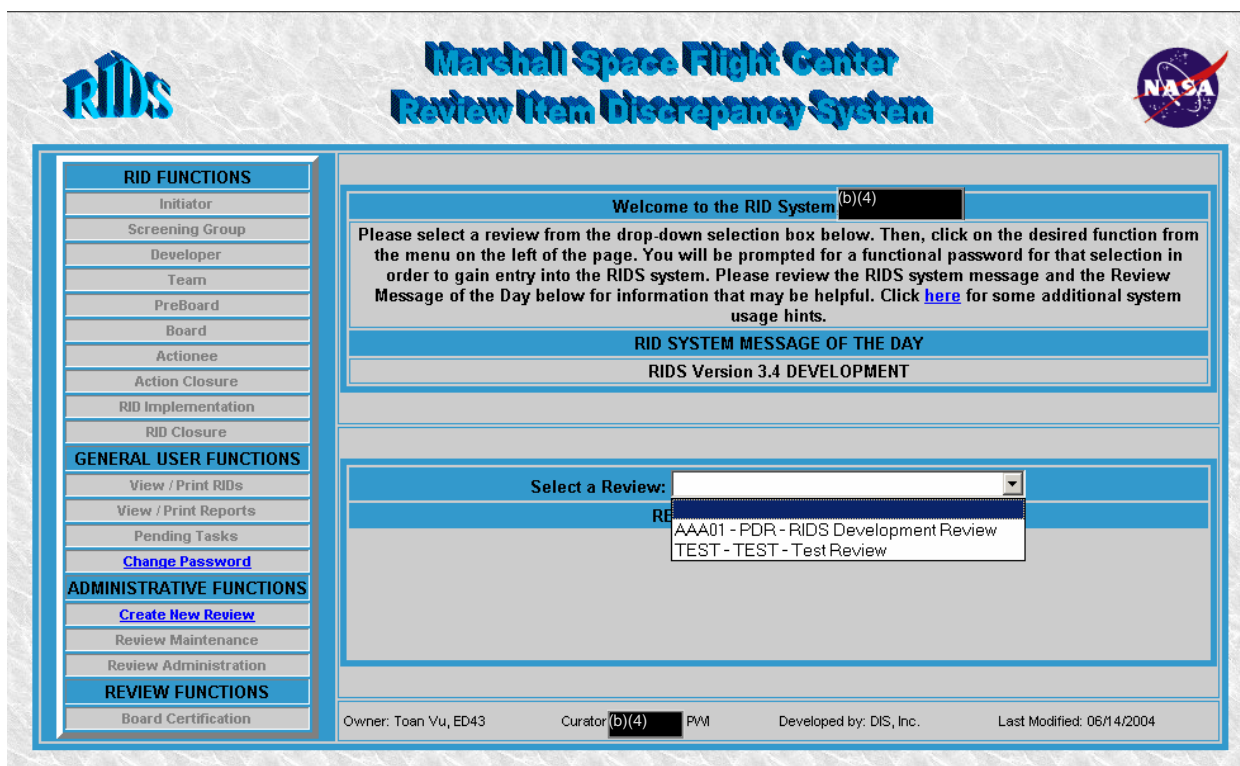


Figure 7. RID System Home Page with Drop-Down List of Reviews

5.4.2 Function Selection.

When a review is selected, the Main Menu on the left side of the screen will be activated as shown in Figure 8. The Main Menu provides access to all system functions. Click the desired link.

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Figure 8. RID System Home Page with Activated Main Menu

5.5 Role Passwords. Each role within the RID System (except Initiator and the General User Functions) requires a role-level password. Prior to the review, each review participant will be provided a password(s) based on the role(s) they will play in the review. A password dialog box, as illustrated below in Figure 9, will be displayed when a function is selected from the Main Menu.

Figure 9. Role-Level Password Dialog Box

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5.6 General System Usage Guidelines. The following general system usage guidelines are provided to assist the user in system operation.

1. **Web Based.** The RID System is fully web-based. The only requirement for access is that you have an Internet browser installed on your computer and have an Internet connection. The system has been tested with both the Microsoft Internet Explorer and Netscape browsers. Internet Explorer is recommend; however, if it is not available, please be advised that there are some nuances with Netscape that may inhibit proper navigation or other system functions.
2. **Right Mouse Button.** You can access normal browser capabilities such as Back, Print, etc., by clicking the right mouse button at any time and selecting the appropriate function.
3. **Screen Resolution.** A screen resolution of at least 1024 x 768 will result in optimal screen layout and minimize scrolling. To set screen resolution, select My Computer from the desktop, double click "Control Panel", double click "Display Properties", select "Settings" tab and adjust Screen Area to 1024 x 768 or greater, click "Apply" and follow system prompts.
4. **Server Timeout.** Server variables are used which have a timeout period of 30 minutes. If your session has been idle for more than 30 minutes, you may receive an error messages, an invalid connection messages or simply a blank screen. If this happens, close your browser and restart RIDS.
5. **Mandatory/Optional Fields.** On all input screens, mandatory fields are indicated by an asterisk and a light gray background; a dark background identifies optional fields.
6. **Navigation.** The keyboard tab key may be used for navigating from field to field except when the next field is a check box or option button. Use the mouse to make a selection(s).
7. **Automatic Dates.** Dates associated with signatures are automatically entered by the system.
8. **Remarks Time/Date/Name Stamp.** Screening Group, Team, PreBoard and Board Members, as well as Action and RID Reviewers, may add remarks during the review prior to closure of the process step. These remarks will be date and time stamped by the system. In order to have a record of who offered the remarks, the user will be prompted to enter his/her initials via a dialog box shown below. Simply enter your initials and hit "Enter" or click "OK". Your initials will be added to your remarks at the time the data is committed. During a single session the system will "remember" and not prompt you for your initials.



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6.0 RID System Functions

This section describes the following RID System user functions:

	Function	Role
6.1	View/Print RIDs	All
6.2	View/Print Reports	All
6.3	Pending Tasks	All
6.4	RID Entry	Initiator
6.5	RID Update	Initiator
6.6	PreRID Screening	Screening Group Lead
6.7	Screening Remarks	Screening Group Member
6.8	Recommended Corrective Action and Impacts	Developer
6.9	Team Disposition	Team Lead
6.10	Remarks	Team/PreBoard/Board Member
6.11	Action Item Recommendation/Assignment	Team/PreBoard/Board
6.12	PreBoard Disposition	PreBoard Chair
6.13	Board Disposition	Board Chair
6.14.	Action Item Implementation	Actionee
6.15	Action Item Concurrence	Action Reviewer
6.16	Action Item Approval	Action Approval Authority (Team Lead)
6.17	RID Implementation	System Engineer
6.18	RID Closure Concurrence	RID Reviewer
6.19	RID Approval	Project Manager

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View/Print RIDs

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To view and/or print any RID in the review, click View/Print RIDs from the Main Menu. This will open the RID Header.
- Step 2.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will display the selected RID and all associated Action Items.
- Step 3.** Click the Print Screen link to print RID and associated Action Items.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

RIDS Home Page - [Reports](#) - [Print Screen](#) - [Help](#)

View/Print RIDs

Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) AMY-01		4. RID Number: (Will be assigned by the system) [Dropdown]		
	2. Project: Test Review		5. Date: 11/16/2003		
	3. Review Type: TEST		6. RID Status: Closed		
	7. PreRIDs/RIDs Combined with this RID:				
Block A - Initiator	* 8. Initiator Name - First: Amy		* 9. Last Hemken	10. Site:	* 11. Org: ED43
	* 12. Phone: 2565447097		* 13. E-mail: amy.hemken@nasa.gov		
	* 14. Reviewed Item: MSFC-PLAN-2456 - Thermal Control Plan				
	15. Page/Sheet:		16. Para/Zone:		17. Sec/Vol/Part:
	18. Assigned Team: Thermal				
	* 19. RID Subject: (200 characters max.) Test				
	* 20. Discrepancy: (Fully describe the problem/discrepancy - 65K characters max.) test				
	21. Reference Document: (Document that contains the requirement not met by Reviewed item.) MSFC-SPEC-1234 - System Requirements Document				
	22. Para.:				
	23. Consequences if Not Corrected: (2000 characters max.)				
24. Initiator's Recommended Corrective Action: (Where appropriate, use "From-To" Language - 2000 characters max.)					
25. Remarks: (2000 characters max.)					
Ending	* 26. RID Screening Disposition: <input type="radio"/> Withdrawn by Initiator <input checked="" type="radio"/> Cancelled - 27. Rationale: Doesn't Meet RID Criteria				

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6.2 View/Print Reports

The RID Report capability of the RID System allows users to generate both predefined and ad hoc reports. Predefined reports provide basic information in fixed formats. The user has restricted means for limiting the records to be included in a predefined report and for sorting the found records.

The user may limit report content by selecting desired limits from "limit to" option sets. Report data may be sorted using up to three sorting keys.

The default format for reports is "Basic," i.e., the report fields are displayed in non-overlapping columns, one row per record. Optional formats for applicable reports are "Detailed" and "Full RID." The Detailed report format adds additional fields that will typically change the Basic report to a multi-row-per-record format, with potentially overlapping columns. The full RID report format will display the Basic report format followed by all qualifying full RIDs and associated action Items.

An ad hoc report capability provides the user with the means to create custom reports.

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View / Print Reports

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To view and/or print reports for the review, click "View/Print Reports" from the Main Menu. This will open the Report Menu, as shown below.
- Step 2.** Select the desired report from the Report Menu. Selection of a report will display the Report Parameter Page, as shown on the next page.
- Step 3.** Select the desired report parameters for Report Format (Basic/Detailed/Full RID), "Limit to" options and "Sort by" keys.
- Step 4.** Click "Submit" to display report as shown on next page. (Note: It may take a minute or so to generate/download a report for a review with several hundred RIDs.)
- Step 5.** Click "Print Screen" to print report.

[RIDS Home Page](#) - [Reports](#) - [Print Screen](#) - [Help](#)





REPORT	FUNCTION
General Reports	
View / Print RIDs	View/Print RIDs from the RID Form
Initiator Report	Lists PreRIDs and RIDs by Initiator
Cancelled RIDs Report	Lists Cancelled RIDs
RID Disposition Report	Lists the Disposition Status of PreRIDs and RIDs
Actions Report	Lists RIDs with Actions
Open RIDs Report	Lists Open RIDs
Ad hoc Report	Provides Capability for User to Create a Custom Report
Statistics Report	Provides Statistical Data for Review
Review User Report	Provides List of Active and Pending Users for Review
Process Reports	
Ready for Screening	Lists PreRIDs Ready for Screening
Ready for Developer Comments	Lists RIDs Ready for Developer's Recommended Corrective Action
Ready for Team Recommendation	Lists RIDs Ready for Teams Recommended Disposition
Ready for PreBoard Recommendation	Lists RIDs Ready for PreBoard's Recommended Disposition
Ready for Board Disposition	Lists RIDs Ready for Board's Disposition
Ready for RID Closure	Lists RIDs Ready for Closure

To View a Report, click the report button. (You will have the option of printing the report from the viewed copy.)

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RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

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RIDS **RID Disposition Report**

Review(s) <input checked="" type="radio"/> Single Review <input type="radio"/> Multiple Reviews	Report Format <input checked="" type="radio"/> Basic <input type="radio"/> Detailed <input type="radio"/> Full RID	"Limit To" <input checked="" type="radio"/> All RIDS <input type="radio"/> Single Team <input type="text"/> <input type="radio"/> Highest Level Disposition <input type="text"/> <input type="radio"/> RID Classification <input type="text"/> <input type="radio"/> RID Status <input type="text"/>	Sort By Primary Sort Key: <input type="text" value="PreRID Number"/> Secondary Sort Key: <input type="text" value="RID Number"/> Tertiary Sort Key: <input type="text"/>
--	--	--	--

To format your report, select from the above Report Format Parameters>

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

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RIDS **RID Disposition Report**

PROJECT: Test Review
REVIEW: TEST

REPORT TYPE: (BASIC)
REPORT DATE: 06/15/2004
32 Records



PreRID #	RID #	RID Title	Initiator	Assigned Team	RID Tracking Classification	RID Sorting Category	Highest Level Disposition	RID Status
AMY-01		Test	Amy Hemken	Thermal			Canceled by Screening Group	Closed
ASH-02	TEST-0001	Test2	Amy Hemken	Systems	RID		Approved by Board	RID Implementation
ASH-03		test3	Amy Hemken	Systems			Combined with TEST-0001 by Screening Group	Closed
ASH-04	TEST-0002	test4	Amy Hemken	Thermal	Comment		Approved by Team	RID Implementation
ASH-05	TEST-0003	test5	Amy Hemken	Thermal	Issue		Approved by Board	RID Implementation
ASH-06	TEST-0004	test6	Amy Hemken	Systems	RID		Approved by Team	RID Implementation
ASH-07		test7	Amy Hemken	Systems			Canceled by Screening Group	Closed
ASH-08	TEST-0005	test8	Amy Hemken	Thermal	RID		Disapproved by Board	Closed
ASH-09	TEST-0006	test9	Amy Hemken	Systems	RID		Approved by PreBoard	RID Implementation
ASH-10	TEST-0007	test10	Amy Hemken	Thermal	RID		Approved by Team	RID Implementation
ASH-17		test	Amy Hemken	Thermal				Preliminary
ASH-18			Amy Hemken					Preliminary

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Ad Hoc Reports

For ad Hoc reports, enter a report title, select the type of report (Basic, Detailed or Full RID) and select the items that you want to include in the report. You can limit the search to specific values by selecting or entering the value in the field to the right of the item description. Use the percent sign (%) as a wild card. Once the items have been selected, click the "Refresh Sort Keys" button to populate the sort key dropdown lists. Click "submit" to generate the report or "Reset" to reset the report items.

Review: AAA01 - RIDS Development Review

Enter a Title for your Report

☒ **Basic**
☐ **Detailed (Includes Action Summaries)**
☐ **Full RID**

Select items to be displayed by clicking the check box to the left of the item description.
 You can limit the search to specific values by entering the value in the field to the right of the item description.
 Click the Refresh Sort Keys button at the bottom of the page to populate the sort key dropdowns with the items you have selected.

<input type="checkbox"/> PreRID Number <input style="width: 100px;" type="text"/> <input type="checkbox"/> RID Number <input type="checkbox"/> RID Date <input type="checkbox"/> RID Status <input style="width: 100px;" type="text"/> <input type="checkbox"/> RID Subject <input style="width: 100px;" type="text"/> <input type="checkbox"/> Initiator's First Name <input style="width: 100px;" type="text"/> <input type="checkbox"/> Initiator's Last Name <input style="width: 100px;" type="text"/> <input type="checkbox"/> Initiator's Site <input style="width: 100px;" type="text"/> <input type="checkbox"/> Initiator's Organization <input type="checkbox"/> Initiator's Phone Number <input type="checkbox"/> Initiator's e-mail <input type="checkbox"/> Review Item <input style="width: 100px;" type="text"/> <input type="checkbox"/> Page/Sheet <input type="checkbox"/> Paragraph/Zone <input type="checkbox"/> Section/Volume/Part <input type="checkbox"/> Assigned Team <input style="width: 100px;" type="text"/> <input type="checkbox"/> Discrepancy <input type="checkbox"/> Reference Document <input type="checkbox"/> Paragraph <input type="checkbox"/> Consequences if not Implemented <input type="checkbox"/> Initiator's Recommended Corrective Action <input type="checkbox"/> Initiator's Remarks <input type="checkbox"/> Screening Disposition <input style="width: 100px;" type="text"/> <input type="checkbox"/> Cancel Rationale <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Combined with RID (Screening) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Tracking Classification <input style="width: 100px;" type="text"/> <input type="checkbox"/> Sorting Category <input style="width: 100px;" type="text"/> <input type="checkbox"/> Screening Group's Remarks <input type="checkbox"/> Developer's Recommended Corrective Action <input type="checkbox"/> Cost Impact (Y/N) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Cost Impact <input type="checkbox"/> Schedule Impact (Y/N) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Schedule Impact <input type="checkbox"/> Other Impact (Y/N) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Other Impact <input type="checkbox"/> Team's Recommendation <input style="width: 100px;" type="text"/> <input type="checkbox"/> Combined with RID (Team) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Present to PreBoard (Y/N) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Team's Remarks <input type="checkbox"/> PreBoard's Recommendation <input style="width: 100px;" type="text"/> <input type="checkbox"/> Combined with RID (PreBoard) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Present to Board (Y/N) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Preboard's Remarks <input type="checkbox"/> Board Disposition <input style="width: 100px;" type="text"/> <input type="checkbox"/> Combined with RID (Board) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Board's Remarks <input type="checkbox"/> RID Closure Implementation <input type="checkbox"/> Project Manager Closure (Y/N) <input style="width: 100px;" type="text"/>
--	--

Sorting Keys

(Refreshes the sort key dropdown lists before selecting sort keys)

Primary Sort Key:

Secondary Sort Key:

Tertiary Sort Key:

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6.3 Pending Tasks

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

Step 1. To view a list of Pending Tasks for a review, click "Pending Tasks" from the Main Menu. This will open the list of Pending Tasks for the review sorted alphabetically by actionee's last name. (Note: RID process step tasks are listed first; then assigned Action Items.)

Step 2. Select the desired hot-linked PreRID Number to perform the task or to view and/or work the assigned Action Item. Clicking the hot-linked RID will display a password dialog box. Enter the proper role-level password to proceed.

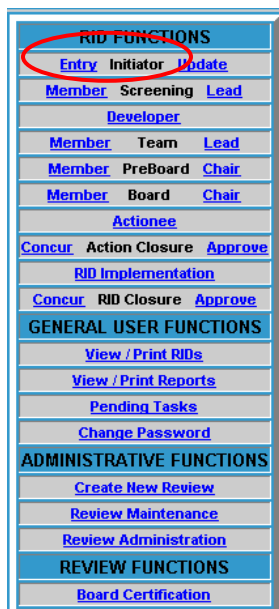
RIDS - Review Item Discrepancy System - Microsoft Internet Explorer				
<div>   </div>				
<div> <div>PROJECT: RIDS Version 2.0 Test REVIEW: VTWO</div> <div>REPORT DATE: 07/24/2002</div> </div>				
RIDS				
PreRID Number	RID Number	RID Status	Awaiting Action By	Org.
HEG-002	VTWO-0022	RID Implementation	(b)(4)	PWM
HEG-05		Preliminary		PWM
KRB-35		Preliminary		ED43
KRB-33	VTWO-0025	Team Review		DIS
KRB-34	VTWO-0026	Team Review		DIS
ACTIONS				
RID Number	Action	Action Status	Awaiting Action By	Org.
VTWO-0021	B1	Open	(b)(4)	DIS
VTWO-0023	B1	Open		DIS
VTWO-0023	T1	Open		DIS

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6.4 Initiator – RID Entry



Step 1. To enter a RID, click Initiator “Entry” from the Main Menu. This will open the RID Header as shown below.

Step 2. Enter a PreRID Number in field 1. The PreRID Number identifies your input and must be unique for each PreRID within a review. After entering a PreRID Number, hit the “Enter” key on the keyboard.

The suggested PreRID format is your initials, followed by a dash, followed by a two-digit sequential number, e.g., ABC-01, ABC-02, etc.

1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) KRB-32	REVIEW ITEM DISCREPANCY (RID) Note: Optional fields have a darker background.	4. RID Number: (Will be assigned by the system)
2. Project: RIDS version 2.0 Test		5. Date: 07/13/2002
3. Review Type: EZE		6. RID Status:
7. PreRIDs/RIDs Combined with this RID:		

Exit RID System - RIDS Home Page - New PreRID - Reports - Print Screen - Help

07/13/2002 11:45:58

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Step 3. Enter RID data in fields 8-17 and 19-25. Note that field 18, Assigned Team, is entered by the system, based on the Team to which the selected Reviewed Item is assigned. See Table 1 for a description of each field.

RIDS - Review Item Discrepancy System (RID)

Header

1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter)
DWC-12

2. Project:
Test Review

3. Review Type:
TEST

4. RID Number: (Will be assigned by the system)

5. Date:
05/17/2004

6. RID Status:
Preliminary

7. PreRIDs/RIDs Combined with this RID:

Block A - Initiator

* 8. Initiator Name - First:
[Text Field]

* 9. Last:
[Text Field]

10. Site:
[Text Field]

* 11. Org:
[Text Field]

* 12. Phone:
[Text Field]

13. E-mail:
[Text Field]

* 14. Reviewed Item:
[Text Field]

15. Page/Sheet:
[Text Field]

16. Para/Zone:
[Text Field]

17. Sec/Vol/Part:
[Text Field]

18. Assigned Team:
[Text Field]

* 19. RID Subject: (200 characters max.)
[Text Field]

* 20. Discrepancy: (Fully describe the problem/discrepancy - 65K characters max.)
[Text Field]

21. Reference Document: (Document that contains the requirement not met by Reviewed Item.)
[Text Field]

22. Para.:
[Text Field]

23. Consequences if Not Corrected: (2000 characters max.)
[Text Field]

24. Initiator's Recommended Corrective Action: (Where appropriate, use "From-To" Language - 2000 characters max.)
[Text Field]

25. Remarks: (2000 characters max.)
[Text Field]

Buttons:

Update (Updates the screen and database)

Commit (Commits the PreRID to the system for screening)

Delete PreRID (Deletes the PreRID)

Note: Mandatory data fields have a light gray background and are preceded with an asterisk. Optional data fields have a dark gray background and are not preceded by an asterisk. Use the tab key or mouse to navigate from field to field. Use the scroll bar at right of screen to move up or down the form screen.

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Step 4. When data is entered, click one of the following buttons: “Update”, “Commit” or “Delete” at the bottom of the page. These buttons are described on the following figure.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

RIDS Home Page - New PreRID - Reports - Print Screen - Help

RIDS Initiator Insert

Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) DWC-14	REVIEW ITEM DISCREPANCY (RID) Note: Mandatory fields are tagged with an asterisk and have a light gray background.	4. RID Number: (Will be assigned by the system)
	2. Project: Test Review		5. Date: 06/04/2004
	3. Review Type: TEST		6. RID Status: Screening Review
	7. PreRIDs/RIDs Combined with this RID:		
Block A - Initiator	* 8. Initiator Name - First: b(4)	* 9. Last: b(4)	* 10. Site: MSFC
	* 11. Org: COLSA	* 12. Phone: 256.544.3347	* 13. E-mail: b(4)
	* 14. Reviewed Item: MSFC-PLAN-2456 - Thermal Control Plan		
	* 15. Page/Sheet: 1	* 16. Para/Zone: 1	* 17. Sec/Vol: 1
	* 19. RID Subject: (200 characters max.) TEST 14		
	* 20. Discrepancy: (Fully describe the problem/discrepancy - 65K characters max.) This is test #14.		
	21. Reference Document: (Document that contains the requirement not met by Reviewed Item.) MSFC-SPEC-1234 - System Requirements Document		
	23. Consequences if Not Corrected: (2000 characters max.) no ok		
	24. Initiator's Recommended Corrective Action: (Where appropriate, use "From-To" Language - 2000 characters max.) fix		
	25. Remarks: (2000 characters max.) go for it		

Once data is entered, the Initiator has three options as shown below:

- “Update” saves the data and allows future modification by the Initiator.
- “Commit” saves the data and moves the PreRID to Screening. Committed RIDs cannot be modified by the Initiator.
- “Delete” removes the PreRID from the database.

Update (Updates the screen and database)

Commit (Commits the PreRID to the system for screening)

Delete PreRID (Deletes the PreRID)

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Table 1. Field Descriptions for RID Input – Header and Block A

Field Number/Name	Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
1 PreRID Number	Yes	Text		Initiator	An ID assigned by the user to identify the record prior to RID screening. It should consist of the initiator's initials plus a two digit sequential number, separated by a dash; e.g., PJW-01.
2 Project	N/A	Text	Defined in Review Setup	System	The name of the project.
3 Review Type	N/A	Text	Defined in Review Setup	System	The type of review (PRR, PDR, CDR, etc.)
4 RID Number	N/A	Prefix: Text; RID Number: Integer	Prefix defined in Review Setup. Number generated by System.	System	An ID assigned by the system to identify the record after the RID is screened. The RID Number consists of a Prefix and a four digit sequential number, separated by a dash, e.g., OPCGA-0001. The RID Prefix is assigned at Review Setup and is constant for each RID in the review. The sequential number is automatically assigned by the system.
5 Date	N/A	Date		System	The RID initiation date.
6 RID Status	N/A	Text		System	An indication of the status of the PreRID or RID.
7 PreRIDs/RIDs Combined with this RID	N/A	Drop Down List		System	A list of all PreRIDs and/or RIDs combined with this RID. The list is automatically generated by the system as PreRIDs and RIDs are combined.
8 Initiator Name - First	Yes	Text		Initiator	The Initiator's first name.
9 Last	Yes	Text		Initiator	The Initiator's last name.
10 Site	No	Text/Combo Box	Defined in Review Setup	Initiator	The Initiator's organization site (i.e, MSFC, KSC, JSC, etc.).
11 Org.	Yes	Text		Initiator	The Initiator's organization code.
12 Phone	Yes	Text		Initiator	The Initiator's phone number.
13 E-mail	Yes	Text		Initiator	The Initiator's e-mail address.
14 Reviewed Item (RIDable Document)	Yes	Text/Combo Box (w/ "Other" opt.)	Defined in Review Setup	Initiator	The number/revision/title of the document/drawing being reviewed. At the option of the Project, entries in the Reviewed Item list may be "Hot-Linked."
15 Page/Sheet	No	Text		Initiator	The page or sheet number.
16 Para/Zone	No	Text		Initiator	The paragraph or zone number.
17 Sec/Vol/Part	No	Text		Initiator	The section, volume, or part number.
18 Assigned Team	Yes	Text/Combo Box	Defined in Review Setup	System	The Team name of the team assigned to recommend a RID disposition. An Assigned Team is associated with each RIDable Document at Review Setup.
19 RID Subject	Yes	Text		Initiator	Short descriptive title of the RID.
20 Discrepancy	Yes	Text		Initiator	Statement of the condition or situation which the initiator sees as contrary to project requirements.
21 Reference Document	Yes	Text/Combo Box (w/ "Other" option)	Defined in Review Setup	Initiator	The number/title of the document/drawing that contains the requirement that is not met by the RIDable document. At the Project's option, entries in the Reference Document list may be "Hot-Linked."
22 Para	Yes	Text		Initiator	Paragraph where the violated requirement is located.
23 Consequences if Not Corrected	No	Text		Initiator	A statement of the effect of the continued existence of the discrepancy or problem.
24 Initiator's Recommended Corrective Action	No	Text		Initiator	The initiator's suggested remedy or action to correct the identified discrepancy or problem.
25 Remarks	No	Text		Initiator	Any remarks related to the RID that the initiator may wish to make that does not fit the definition of the contents of fields 20, 23 and 24.

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6.5 Initiator – RID Update.

The screenshot shows a vertical menu titled 'RID FUNCTIONS'. Under the 'Initiator' section, the 'Update' link is highlighted with a red circle. Other sections include Member, Screening, Lead, Developer, Team, PreBoard, Board, Chair, Actionee, Concur, Action Closure, Approve, RID Implementation, RID Closure, Approve, GENERAL USER FUNCTIONS, View / Print RIDs, View / Print Reports, Pending Tasks, Change Password, ADMINISTRATIVE FUNCTIONS, Create New Review, Review Maintenance, Review Administration, REVIEW FUNCTIONS, and Board Certification.

- Step 1.** To update an uncommitted RID, click Initiator Update from the Main Menu. This will open the RID Header as shown below.
- Step 2.** Select the desired PreRID from the dropdown list of PreRID Numbers. This will open Block A of the RID form.
- Step 3.** Update data in fields 8-17 and 19-25.
- Step 4.** Click Update, “Commit” or “Delete”.

The screenshot shows the RIDS - Review Item Discrepancy System interface. The top navigation bar includes links for RIDS Home Page, Reports, Print Screen, and Help. The main content area is divided into two sections: the RID Header and Block A - Initiator.

RID Header:

- 1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) [DWC-12]
- 2. Project: [Test Review]
- 3. Review Type: [TEST]
- 4. RID Number: (Will be assigned by the system) []
- 5. Date: [05/17/2004]
- 6. RID Status: [Preliminary]
- 7. PreRIDs/RIDs Combined with this RID: []
- 8. Initiator Name - First: [D](4)
- 9. Last: [b](4)
- 10. Site: [JSC]
- 11. Org: [colsa]
- 12. Phone: [256.544.3347]
- 13. E-mail: [b](4)

Block A - Initiator:

- 19. RID Subject: (200 characters max.) [test 12]
- 20. Discrepancy: (Fully describe the problem/discrepancy - 65K characters max.) [This is test #12]
- 21. Reference Document: (Document that contains the requirement not met by Reviewed Item.) [MSFC-SPEC-1234 - System Requirements Document]
- 22. Para.: [5]
- 23. Consequences if Not Corrected: (2000 characters max.) [not ok]

At the bottom of the form, there are three buttons: Update (Updates the screen and database), Commit (Commits the PreRID to the system for screening), and Delete PreRID (Deletes the PreRID).

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6.6 Screening Group Lead – PreRID Screening

The screenshot shows a vertical menu titled 'RID FUNCTIONS'. The menu items are: Entry, Initiator, Update, Member, Screening, Lead, Developer, Member, Team, Lead, Member, PreBoard, Chair, Member, Board, Chair, Actionee, Concur, Action Closure, Approve, RID Implementation, Concur, RID Closure, Approve, GENERAL USER FUNCTIONS, View / Print RIDs, View / Print Reports, Pending Tasks, Change Password, ADMINISTRATIVE FUNCTIONS, Create New Review, Review Maintenance, Review Administration, REVIEW FUNCTIONS, and Board Certification. The 'Screening Lead' link is circled in red.

- Step 1.** For the Screening Group Lead to add remarks, click Screening Lead from the Main Menu. This will open the Screening Group Login dialog box.
- Step 2.** Enter Screening Lead password for the review and hit “Enter” or click “OK.” This will open the RID Header.
- Step 3.** Select the desired PreRID from the dropdown list of PreRID Numbers. This will open Block B of the RID form.
- Step 4.** Enter data in fields 26-33. See Table 2 for a description of each field.
- Step 5.** Click “Commit”.

The screenshot shows the 'Screening Lead Update' form. The form is divided into sections: Header, Block B - Screening, and a bottom section with a Commit button. The Header section contains fields for PreRID Number, Project, Review Type, PreRIDs/RIDs Combined with this RID, RID Number, Date, and RID Status. The Block B - Screening section contains fields for Remarks, RID Screening Disposition, Rationale, Combine With, Track as, Sorting Category, Remarks, Screening Lead's Approval, and Date. The bottom section contains a Commit button and a note: (Updates the screen and database).

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Table 2. Field Descriptions for RID Screening Group Input - Block B

Field Number/Name		Mandatory * User Input?	Field Type	Field/List Values	Input Source	Description/Comments
26	Disposition	See Comments				Selection of one Disposition option is Mandatory if Screening Option is selected at Review Set-up. If Screening Option is not selected, all PreRIDs are screened as "Track as RID."
	Withdrawn by Initiator		Option Button		Screening Lead	PreRID does not meet the RID criteria and the Initiator agrees to withdraw the PreRID.
	Cancel		Option Button		Screening Lead	PreRID does not meet RID criteria and is canceled by the Screening Group.
27	Cancel Rationale	Mandatory if "Cancel" is the selected option.	Text/Drop Down List	Defined in Review Setup	Screening Lead	The rationale for canceling the RID.
	Combine With		Option Button		Screening Lead	PreRID meets RID criteria but is similar (or related) to another RID. The PreRID is combined with an existing RID. Only the carrier RID is tracked.
28	RID #	Mandatory if "Combine With" is the selected option.	Text/Drop Down List		Screening Lead	The RID Number with which the PreRID is to be combined. Note that a PreRID must be combined with a RID – it cannot be combined with another PreRID.
	Track as:		Option Button		Screening Lead	PreRID meets RID criteria. The System assigns the next sequential RID number.
29	Tracking Classification	Mandatory if PreRID is screened as "Track as."	Text/Drop Down List	Defined in Review Setup	Screening Lead	RID classifications designated by the project to be used for classifying RIDs.
30	RID Sorting Category	No	Text	Defined in System Setup	Screening Lead	A sorting category used to categorize RIDs into any project-defined categories.
31	Remarks	No	Text		Screening Group	Remarks from the Screening Group. May include justification or background for the chosen screening category.
32	Screening Lead's Approval	Yes	Text		Screening Lead	Indicates the Screening Lead's authorization of the block content.
33	Date	N/A	Date	Auto-entered by System	System.	The date that the screening Lead approved the Screening Group's recommendation.

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6.7 Screening Group Member – Screening Remarks

The screenshot shows a vertical menu titled 'RID FUNCTIONS'. It contains several categories of links: 'Entry Initiator Update', 'Member Screening Lead' (with 'Member' circled in red), 'Developer', 'Member Team Lead', 'Member PreBoard Chair', 'Member Board Chair', 'Actionee', 'Concur Action Closure Approve', 'RID Implementation', 'Concur RID Closure Approve', 'GENERAL USER FUNCTIONS' (including 'View / Print RIDs', 'View / Print Reports', 'Pending Tasks', 'Change Password'), 'ADMINISTRATIVE FUNCTIONS' (including 'Create New Review', 'Review Maintenance', 'Review Administration'), and 'REVIEW FUNCTIONS' (including 'Board Certification').

- Step 1.** For a Screening Group Member to add remarks, click Screening Member from the Main Menu. This will open the Screening Group Login dialog box.
- Step 2.** Enter Screening Member password for the review and hit “Enter” or click “OK.” This will open the RID Header.
- Step 3.** Select the desired PreRID from the dropdown list of PreRID Numbers. This will open the Screening Remarks field, Field 31 of Block B of the RID form. Note that the Remarks field is the only field open for Screening Members.
- Step 4.** Enter Remarks in field 31.
- Step 5.** Click “Commit”.

The screenshot shows the 'RIDS - Review Item Discrepancy System - Microsoft Internet Explorer' window. The title bar indicates the application is running in Internet Explorer. The main content area is titled 'Screening Member Update'. It contains a form with various fields for entering review information. The form is divided into sections: 'Header' (fields 1-7), 'Initiator Information' (fields 8-11), 'Reviewed Item' (field 14), 'Remarks' (field 25), 'RID Screening Disposition' (fields 26-29), 'Sorting Category' (field 30), 'Remarks' (field 31), 'Screening Lead's Approval' (field 32), and 'Date' (field 33). The 'Remarks' field (31) is highlighted with a red dashed border. The 'Commit' button is at the bottom left, with a note '(Updates the screen and database)'. The taskbar at the bottom shows several open applications, including 'Start', 'Inbox...', 'RID U...', 'RIDS ...', 'New ...', 'Yaho...', 'DRAF...', 'RIDS ...', 'Microsoft ...', 'RIDS ...', and 'RIDS ...'. The system clock shows 8:23 PM.

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6.8 Developer – Recommended Corrective Action and Impacts

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

Step 1. To enter Developer's Recommended Corrective Action and Cost/Schedule/Other Impacts, click Developer from the Main Menu. This will open the Developer Login dialog box.

Step 2. Enter Developer password for the review and hit "Enter" or click "OK." This will open the RID Header.

Step 3. Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block C of the RID form.

Step 4. Enter data in fields 34-39. See Table 3 for a description of each field.

Step 5. Click "Commit".

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

[RIDS Home Page](#) - [Reports](#) - [Print Screen](#) - [Help](#)

RIDS **Developer Update**

Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) DWC-12	REVIEW ITEM DISCREPANCY (RID)		4. RID Number: (Will be assigned by the system) TEST-0018
	2. Project: Test Review	Note: Mandatory fields are tagged with an asterisk and have a light gray background.		5. Date: 05/17/2004
	3. Review Type: TEST			6. RID Status: Developer Review
	7. PreRIDs/RIDs Combined with this RID:			
B - Screening	8. Initiator Name - First: (b)(4)	9. Last (b)(4)	10. Site: JSC	11. Org: colsa
	12. Phone:		13. E-mail:	
	26. RID Screening Disposition: <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Cancelled - 27. Rationale: <input type="radio"/> Combined With - 28. RID#: <input checked="" type="radio"/> 29. Track as RID			
	30. Sorting Category:			
Block C - Developer	32. Screening Status: Approved			
	34. Developer's Recommended Corrective Action: (65K characters max.) DWC-12 Developer's recommendation			
	35. <input type="checkbox"/> Cost Impact ROM:		36. <input type="checkbox"/> Schedule Impact ROM:	
	37. <input type="checkbox"/> Other Impact (Specify):			
	38. Developer's Approval: (Signature will promote the RID to the next status level) dc - for developer's approval		39. Date: 06/04/2004	

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Table 3. Field Descriptions for Developer Input - Block C

Field Number/Name	Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
34 Developer's Recommended Corrective Action (DRCA)	Mandatory if DRCA required.	Text		Developer	The developer's recommended method of correcting the discrepancy.
35 Cost Impact	No	Check Box/Text		Developer	Indicates Cost impact and quantifies a Rough Order of Magnitude (ROM). Checking Cost Impact requires ROM input.
36 Schedule Impact	No	Check Box/Text		Developer	Indicates Schedule impact and quantifies a Rough Order of Magnitude (ROM). Checking Schedule Impact requires ROM input.
37 Other Impact	No	Check Box/Text		Developer	Indicates Other impact to be specified by developer. Checking Other Impact requires impact description.
38 Developer's Approval	Yes	Text		Developer	The Developer's authorization of the block content.
39 Date	N/A	Date	Auto-entered by System	System	The date that the developer approved the Recommended Corrective Action.

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6.9 Team Lead – Team Disposition

The screenshot shows a vertical menu titled 'RID FUNCTIONS'. The menu items are: Entry, Initiator, Update, Member, Screening, Lead, Developer, Member, Team, Lead, Member, PreBoard, Chair, Member, Board, Chair, Actionee, Concur, Action Closure, Approve, RID Implementation, Concur, RID Closure, Approve, GENERAL USER FUNCTIONS, View / Print RIDs, View / Print Reports, Pending Tasks, Change Password, ADMINISTRATIVE FUNCTIONS, Create New Review, Review Maintenance, Review Administration, REVIEW FUNCTIONS, and Board Certification. The 'Team Lead' link is circled in red.

- Step 1.** To enter the Team Lead's Disposition, click Team Lead from the Main Menu. This will open the Team Login dialog box.
- Step 2.** Enter the appropriate Team Lead password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block D of the RID form.
- Step 4.** Enter data in fields 40-45. See Table 4 for a description of each field.
- Step 5.** Click "Commit".

The screenshot shows the 'RIDS - Review Item Discrepancy System' interface. The title bar indicates it is provided by MSFC. The main header includes the RIDS logo and the text 'Team Lead Update'. The interface is divided into several sections:

- Header Section:** Contains fields for '1. PreRID Number' (DWC-12), '2. Project' (Test Review), '4. RID Number' (TEST-0018), '5. Date' (05/17/2004), and '6. RID Status'.
- Review Item Discrepancy (RID) Section:** Contains a note: 'Note: Mandatory fields are tagged with an asterisk and have a light gray background.'
- Block D - Team Section:** Contains fields for '40. Team Recommendation' (Approve, Disapprove, Withdrawn by Initiator, Combine With 41, Approve per Remarks, Recommend Study), '42. Present to PreBoard?' (Yes, No), '43. Remarks' (DWC-12 Team Lead remarks), and '44. Team Lead's Approval' (Signature: dc for TL approval).
- Team Level Action Summary Section:** Contains a table with columns: #, Action, Actionee, Suspense, Recommended/Assigned By, and Status. The table shows one action: '44. Team Lead's Approval'.
- Commit Section:** Contains a 'Commit' button with the text '(Updates the screen and database)'.

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Table 4. Field Descriptions for Team Input - Block D

Field Number/Name	Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
40 Team Recommendation	Yes				Selection of one Team Recommendation option is mandatory.
Approve		Option Button		Team Lead	The RID is valid and requires corrective action. Selection automatically opens Action dialog box.
Disapprove		Option Button		Team Lead	The RID is disapproved by the Team. Selection requires Team Lead to enter disapproval rationale in Remarks. Disapproved RIDs are sent to the PreBoard. No action is assigned.
Withdrawn by Initiator		Option Button		Team Lead	The initiator agrees to Withdraw the RID.
Approve per Remarks		Option Button		Team Lead	The RID is valid subject to Remarks in Field 43.
Recommend Study		Option Button		Team Lead	The RID is approved for Study – not implementation.
Combine with:		Option Button		Team Lead	RID meets RID criteria but is similar (or related) to another RID. The RID is combined with an existing RID and automatically closed. Only the carrier RID is tracked.
41 RID #	Mandatory if "Combine With" is the selected option.	Text/Drop Down List		Team Lead	The RID Number with which the RID is to be combined.
42 Present to PreBoard	No (See Comment)	Option Button (Yes/No)	Yes/No	Team Lead	If "Yes," the RID is to be presented to the PreBoard for disposition. <i>(Note: All RIDs that are disapproved, have a cost, schedule, or significant technical impact, or are otherwise controversial, must be submitted to the PreBoard.)</i> If "No," the RID is dispositioned by the Team.
43 Remarks	Mandatory based on selected option	Text		Team Lead	Remarks that clarify the discrepancy and recommended disposition.
44 Team Lead's Approval	Yes	Text		Team Lead	The Team Lead's authorization of Block D content.
45 Date	N/A	Date	Auto-entered by System	System	The date that the Team Lead approved the recommendation.

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6.10 Team/PreBoard/Board Member – Remarks

The screenshot shows a web-based menu titled "RID FUNCTIONS". The menu items are organized into several sections: "Entry" (Initiator, Update), "Member" (Screening, Lead, Developer, Team, PreBoard, Board, Chair, Actionee), "Concur" (Action Closure, Approve), "RID Implementation", "Concur" (RID Closure, Approve), "GENERAL USER FUNCTIONS" (View / Print RIDs, View / Print Reports, Pending Tasks, Change Password), "ADMINISTRATIVE FUNCTIONS" (Create New Review, Review Maintenance, Review Administration), "REVIEW FUNCTIONS", and "Board Certification". A red circle is drawn around the "Member" section, specifically highlighting the "Team", "PreBoard", and "Board" options.

Note: The steps for entering Remarks is identical for Team, PreBoard and Board Members

- Step 1.** For a Team, PreBoard or Board Member to add remarks, click Team/PreBoard/Board Member from the Main Menu. This will open the appropriate Member Login dialog box.
- Step 2.** Enter the appropriate Member password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired RID or PreRID from the dropdown list of RID or PreRID Numbers. This will open the appropriate Remarks field in Block D, E or F of the RID form. Note that the Remarks field is the only field open for Members.
- Step 4.** Enter Remarks in field 43, 49 or, 54, as appropriate.
- Step 5.** Click "Commit".

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6.11 Team/PreBoard/Board – Action Item Recommendation/Assignment

The Action capability of the RID System provides a full capability for recommending, assigning, tracking, evaluating, and closing actions related to RID corrective actions.

The Team can enter an Action Item and mark it:

- a. "Recommended"
- b. "Assigned"

The PreBoard can:

- a. Accept the Team's Recommended Action Item and mark it "Recommended" or "Assigned"
- b. Modify the Team's Recommended Action Item and mark it "Recommended" or "Assigned"
- c. Cancel the Team's Recommended Action Item
- d. Enter an additional Action Item and mark it "Recommended" or "Assigned"

The Board can:

- a. Accept the Team's or PreBoard's Recommended Action Item and mark it "Assigned"
- b. Modify the Team's or PreBoard's Recommended Action Item and mark it "Assigned"
- c. Cancel the Team's or PreBoard's Recommended Action Item
- d. Enter an additional Action Item and mark it "Assigned"

Note that:

- a. An Action Item Recommended at a lower level can be accepted, modified or canceled at a higher level.
- b. An Action Item Assigned at a lower level cannot be modified or canceled at a higher level.
- c. Actionees are notified immediately when Assigned an Action Item at the Team, PreBoard, or Board level, if the Program/Project selects "Notify Actionee when Action is Assigned" in the Review Set-Up. Actionees are notified after Board Certification, if the Program/Project selects "Notify Actionee after Board Certifies Review" in the Review Set-Up.
- d. The system will prohibit the user from dispositioning a RID at the Team or PreBoard level if there are Recommended Action Items and the RID is not being promoted to the next higher approval authority.
- e. The system will prohibit the user from dispositioning a RID at the Board level if there are Recommended Action Items outstanding.

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- f. The system will warn the user when dispositioning a RID at the all levels if there are no Assigned Action Items.

In order to maintain an audit trail of actions, all Action Items (regardless of whether recommended, assigned or cancelled) are maintained in the database during the life of the review.

Follow these steps to recommend or assign an Action Item.

Step 1. To enter an Action Item, click the Action button in Block D/E/F. This will open the RID Header and Action Summary as shown below.

Step 2. Click Add a New Action as shown below. This will append the Action Form as shown on the next page.

Step 3. Enter data in fields 1-12. See Table 5 for a description of each field.

Step 4. Click "Commit".

Step 5. To return to the parent RID, click Back to RID Form link at upper left of Action form.

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RIDS - Review Item Discrepancy System - Microsoft Internet Explorer

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RIDS **RID Actions**

1. PreRID Number: KRB104	REVIEW ITEM DISCREPANCY (RID) (Actionees will be notified of assigned actions after Board certification of review.)	4. RID Number: TEST-0033
2. Project: Test Review		5. Date: 06/30/2004
3. Review Type: TEST		6. RID Status: Team Review

* 19. RID Subject: Test

Action Summary (Click Action # to select a different Action)

#	Action	Actionee	Suspense	Recommended/Assigned By	Status
No Actions have been entered					

[Add a New Action](#)

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RIDS **RID Actions**

1. PreRID Number: KRB104 2. Project: Test Review 3. Review Type: TEST * 19. RID Subject: Test	REVIEW ITEM DISCREPANCY (RID) (Actionees will be notified of assigned actions after Board certification of review.)	4. RID Number: TEST-0033 5. Date: 06/30/2004 6. RID Status: Team Review
--	---	--

Action Summary (Click Action # to select a different Action)

#	Action	Actionee	Suspense	Recommended/Assigned By	Status
T1					Preliminary

Team Action T1

*** 1. Action Description:**

*** 2. Actionee Name - First:**
*** 3. Last:**
4. Site:
*** 5. Org:**

*** 6. Phone:**
*** 7. E-mail:**

8. Action Sorting Category:
*** 9. Suspense Date:**

10. Remarks:

Recommended/ Assigned By	* 11. Action Disposition (Recommended Actions move to the next higher dispositioning level. 'Cancelled' Actions will be retained in the database for historical purposes.)	12. Lead/Chair Approval Actions should be 'Assigned' only by the highest dispositioning level.	Date
Team	<input type="radio"/> Recommended <input type="radio"/> Assigned	Les Barbee	
PreBoard	<input type="radio"/> Recommended <input type="radio"/> Assigned <input type="radio"/> Canceled		
Board	<input type="radio"/> Assigned <input type="radio"/> Canceled		

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Table 5. Field Descriptions for Action Item Recommendation/Assignment

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
Action Recommendation/Assignment						
1	Action Description	Yes	Text		T/PB/B *	A description of the action to be performed.
2	Actionee Name - First	Yes	Text		T/PB/B	Actionee's First Name.
3	Last	Yes	Text		T/PB/B	Actionee's Last Name.
4	Site	No	Drop Down List	Project-defined sites	T/PB/B	Actionee's Site.
5	Org	Yes	Text		T/PB/B	Actionee's organization.
6	Phone	No	Text		T/PB/B	Actionee's phone number.
7	E-mail	Yes	Text		T/PB/B	Actionee's E-mail address.
8	Action Sorting Category	Yes, if categories specified at Review Set-up	Drop Down List	Project-defined categories	T/PB/B	A sorting category used to categorize Actions into any project-defined categories.
9	Suspense Date	Yes, if Assigned	Date		T/PB/B	The date the action is to be completed.
10	Remarks	No	Text		T/PB/B	Remarks related to the action.
11	Action Disposition	Yes	Radio Button		T/PB/B	An indication of whether the Action Item is Assigned, Recommended or cancelled.
12	Lead/Chair Approval	Yes	Text		System	The name of the person who approved the action. <i>This is typically the Team Lead, PreBoard Chairperson or Board Chairperson.</i>

* T/PB/B = Team/PreBoard/Board.

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6.12 PreBoard Chair – PreBoard Disposition

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Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

Step 1. To enter the PreBoard Chair's Disposition, click "PreBoard Chair" from the Main Menu. This will open the PreBoard Login dialog box.

Step 2. Enter the PreBoard Chair's password for the review and hit "Enter" or click "OK." This will open the RID Header.

Step 3. Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block E of the RID form.

Step 4. Enter data in fields 46-51. See Table 6 for a description of each field.

Step 5. Click the Action button to recommend or assign an Action Item.

Step 6. Click commit.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer

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PreBoard Chair Update

Header

1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter)
KRB-32

2. Project:
RIDS Version 2.0 Test

3. Review Type:
EZE

4. RID Number: (Will be assigned by the system)
VTWO-0024

5. Date:
07/13/2002

6. RID Status:
PreBoard Review

7. PreRIDs/RIDs Combined with this RID:

10. Site:

11. Org:
F043

44. Team Lead's Approval: (Signature required)

46. PreBoard Recommendation:

☐ Approve ☐ Disapprove (Rationale required. Enter in Remarks)

☐ Withdrawn by Initiator ☐ Combine With 47. RID#:

☐ Approve per Remarks ☐ Recommend Study

48. Present to Board?

☐ Yes ☐ No

Disapprove & Recommend Study automatically marked 'Yes'
Withdrawn & Combined automatically marked 'No'
Approved & Approve per Remarks not automatically marked

49. Remarks: (May be added by any reviewer with PreBoard access. Remarks will be date/time-stamped - 2000 characters max.)

PreBoard Level Action Summary (Click Action # to view, update and concur with actions for this RID.)

#	Action	Actionee	Suspense	Recommended/Assigned By	Status
50. PreBoard Chairperson's Approval: (Signature will promote the RID to the next status level and lock actions from further update)					51. Date:

Commit (Updates the screen and database)

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Table 6. Field Descriptions for PreBoard Input - Block E

Field Number/Name	Mandatory * User Input?	Field Type	Field/List Values	Input Source	Description/Comments
46 PreBoard Recommendation	Yes				Selection of one PreBoard Recommendation option is mandatory.
Approve		Option Button		PreBoard Chair	The RID is valid and requires corrective action. Selection automatically opens Action dialog box.
Disapprove		Option Button		PreBoard Chair	The RID is disapproved. Selection requires PreBoard to enter disapproval rationale in Remarks. No action is assigned.
Withdrawn by Initiator		Option Button		PreBoard Chair	The initiator agrees to Withdraw the RID.
Approve per Remarks		Option Button		PreBoard Chair	The RID is valid subject to Remarks in Field 49.
Recommend Study		Option Button		PreBoard Chair	The RID is approved for Study – not implementation.
Combine with:		Option Button		PreBoard Chair	RID meets RID criteria but is similar (or related) to another RID. The RID is combined with an existing RID and automatically closed. Only the carrier RID is tracked.
47 RID #	Mandatory if "Combine With" is the selected option.	Text/Drop Down List		PreBoard Chair	The RID Number with which the RID is to be combined.
48 Present to Board	No (See Comment)	Option Button (Yes/No)		PreBoard Chair	If "Yes," the RID is to be presented to the Board for disposition. <i>(Note: All RIDs that are disapproved, have a cost, schedule, or significant technical impact, or are otherwise controversial, must be submitted to the PreBoard.)</i> If "No," the RID is dispositioned by the PreBoard.
49 Remarks	Mandatory based on selected option	Text		PreBoard Chair	Remarks that clarify the discrepancy and recommendation.
50 PreBoard Chairperson's Approval	Yes	Text		PreBoard Chair	The PreBoard Chair's authorization of Block E content.
51 Date	N/A	Date	Auto-entered by System	System	The date that the PreBoard Chairperson approved the recommendation.

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6.13 Board Chair – Board Disposition

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To enter the Board Chair's Disposition, click Board Chair from the Main Menu. This will open the Board Login dialog box.
- Step 2.** Enter the Board Chair's password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block F of the RID form.
- Step 4.** Enter data in fields 52-56. See Table 7 for a description of each field.
- Step 5.** Click Commit.

		RIDS Home Page - Reports - Print Screen - Help			
					
Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) DWC-14	REVIEW ITEM DISCREPANCY (RID) Note: Mandatory fields are tagged with an asterisk and have a light gray background.	4. RID Number: (Will be assigned by the system) TEST-0028		
	2. Project: Test Review		5. Date: 06/04/2004		
	3. Review Type: TEST		6. RID Status: Board Review		
	7. PreRIDs/RIDs Combined with this RID:				
		10. Site:	11. Org: CQ-SA		
Block F - Board	P3 test				
	* 50. PreBoard Chairperson's Approval: (Signature will promote the RID to the next status level and lock actions from further update) do for PreBoard chairperson				
	* 52. Board Disposition: <input type="radio"/> Approve <input type="radio"/> Disapprove (Rationale required. Enter in Remarks) <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Combine With 53. RID#: <input type="text"/> <input type="radio"/> Approve per Remarks <input type="radio"/> Recommend Study				
	<input type="button" value="Actions"/>				
	54. Remarks: (May be added by any reviewer with Board access. Remarks will be date/time-stamped - 2000 characters max.) <input type="text"/>				
Board Level Action Summary (Click Action # to view, update and concur with actions for this RID.)					
#	Action	Actionee	Suspense	Recommended/Assigned By	Status
* 55. Board Chairperson's Approval: (Signature will promote the RID to the next status level and lock actions from further update)					56. Date:
<input type="button" value="Commit"/> (Updates the screen and database)					

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Table 7. Field Descriptions for Board Input - Block F

Field Number/Name	Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
52 Board Recommendation	Yes				Selection of one Board Recommendation option is mandatory.
Approve		Option Button		Board	The RID is valid and requires corrective action. Selection automatically opens Action dialog box.
Disapprove		Option Button		Board	The RID is disapproved by the Board. Selection requires Board Chairperson to enter disapproval rationale in Remarks. No action is assigned.
Withdrawn by Initiator		Option Button		Board	The initiator agrees to Withdraw the RID.
Approve per Remarks		Option Button		Board	The RID is valid subject to Remarks in Field 54.
Recommend Study		Option Button		Board	The RID is approved for Study – not implementation.
Combine with:		Option Button		Board	The RID meets RID criteria but is similar (or related) to another RID. The RID is combined with an existing RID. Only the carrier RID is tracked.
53 RID #	Mandatory if "Combine With" is the selected option.	Text/Drop Down List		Board	The RID Number with which the RID is to be combined.
54 Remarks	Mandatory based on selected option	Text		Board	Remarks that clarify the Board's disposition.
55 Board Chairperson's Approval	Yes	Text		Board	Indicates the Board Chairperson's authorization of Block F content.
56 Date	N/A	Date	Auto-entered by System	System	The date that the Board Chairperson approved the recommendation.

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6.14 Actionee – Action Item Implementation

The screenshot shows a menu titled 'RID FUNCTIONS'. The menu items are: Entry, Initiator, Update, Member, Screening, Lead, Developer, Member, Team, Lead, Member, PreBoard, Chair, Member, Board, Chair, and Actionee (circled in red). Below these are sections for RID Implementation, GENERAL USER FUNCTIONS, ADMINISTRATIVE FUNCTIONS, and REVIEW FUNCTIONS.

- Step 1** To enter the Action Item Implementation, click Actionee from the Main Menu. This will open the Actionee Login dialog box.
- Step 2.** Enter the Actionee's password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open all completed fields of the RID form and associated Action Items.
- Step 4.** Click the "Edit Action" link to open the desired Action Item.
- Step 5.** Enter Action Implementation, fields 13-15. See Table 8 for a description of each field.

The screenshot shows the RIDS - Review Item Discrepancy System interface. The 'Header' section contains fields for PreRID Number, Project, Review Type, RID Subject, RID Number, Date, and RID Status. The 'Action Summary' table lists actions T1 and B1. The 'Team Action T1' section is highlighted. The 'Actionee' section is outlined in red and contains fields for Action Implementation, Actionee Signature, and Date.

#	Action	Actionee	Suspense	Recommended/Assigned By	Status
T1	Action Description	b)(4)	08/18/2002	Assigned by Team Lead, b)(4)	Open
B1	Action Description 2		07/18/2002	Assigned by Board Chair, b)(4)	Open

Team Action T1

1. Action Description:

5. Org: DIS

Actionee

PreBoard ☐ Recommended ☐ Assigned ☐ Canceled

Board ☐ Assigned ☐ Canceled

* 13. Action Implementation: (To be completed by Actionee. Where appropriate, use "From - To" language.)

* 14. Actionee Signature:

15. Date:

Commit

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Table 8. Field Descriptions for Action Item Implementation

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
13	Action Implementation	Yes	Text		Actionee	A description of the way the actionee proposes to correct the discrepancy.
14	Actionee Signature	Yes	Text		Actionee	The signature of the actionee.
15	Date	N/A	Date	Auto-entered by System	System	The date the Actionee signs the form.

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6.15 Action Reviewer – Action Item Concurrency

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To enter the Action Item Concurrency, click Action Closure Concur from the Main Menu. This will open the Action Reviewer's Login dialog box.
- Step 2.** Enter the Action Reviewer's password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open all completed fields of the RID form and associated Action Items.
- Step 4.** Click the Edit Action link to open the desired Action Item
- Step 5.** Enter Action Review, fields 16-18 and 22. See Table 9 for a description of each field.

Back to RIDS Form		RIDS Home Page - Reports - Print Screen - Help	
			
Header	1. PreRID Number: KRB-100	REVIEW ITEM DISCREPANCY (RID) (Actionees will be notified of assigned actions after Board certification of review.)	4. RID Number: TEST-0029
	2. Project: Test Review		5. Date: 06/21/2004
	3. Review Type: TEST		6. RID Status: RID Implementation
	* 19. RID Subject: Test of Orphaned Action Item		
Action Summary (Click Action # to select a different Action)			
#	Action	Actionee	Suspense
			06/30/2004
		Recommended/Assigned By	Status
		Assigned by PreBoard Chair, Les Barbee	Concurrency
Actionee	* 13. Action Implementation: (To be completed by Actionee - View complete RIDs page)		
	* 14. Actionee Signature: (b)(4)		15. Date: 06/21/2004
	Action Review		
	Action Closure		
Action Review/Closure	* 16. Concur?	17. Signature	18. Date
	<input type="radio"/> Yes <input type="radio"/> No	Initiator: (b)(4)	
	<input type="radio"/> Yes <input type="radio"/> No	Reviewer 1: Amy Hemken	
		* 19. Close Action?	
		<input type="checkbox"/> Yes	
		20. Action Closed by:	
		Les Barbee	
		21. Date:	
22. Action Closure Remarks: (May be added by Action reviewers and Approval Authority. Remarks will be originator/time/date stamped - 2000 characters max.)			
<div>Commit</div>			

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Table 9. Field Descriptions for Action Item Concurrence

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
16	Concur	No	Option	Yes/No	Reviewer	An Indicator of concurrence or non-concurrence with the Action Implementation. Note: Action Concurrence is optional – the Team Lead can approve the Action Item whether or not reviewers have concurred/non-concurred.
17	Signature	No	Text		Reviewer	Signature of Reviewer.
18	Date	N/A	Date	Auto-entered by System	System	The date the Reviewer concurred or non-concurred with the proposed Action Implementation.
22	Action Closure Remarks	No	Text		Reviewer and/or Project Manager	Remarks related to Action Item.

* T/PB/B = Team/PreBoard/Board.


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6.16 Action Approval Authority (Team Lead) – Action Item Approval

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actions		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To enter the Action Item Approval, click “Action Closure Approve” from the Main Menu. This will open the Action Approval Login dialog box.
- Step 2.** Enter the Action Approval Authority’s password for the review and hit “Enter” or click “OK.” This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open all completed fields of the RID form and associated Action Items.
- Step 4.** Click the “Edit Action” link to open the desired Action Item
- Step 5.** Enter Action Closure, fields 19-22. See Table 10 for a description of each field.

 			
RIDS Home Page - Reports - Print Screen - Help			
Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) <input type="text" value="KRB-100"/>	REVIEW ITEM DISCREPANCY (RID) <small>Note: Mandatory fields are tagged with an asterisk and have a light gray background.</small>	4. RID Number: (Will be assigned by the system) <input type="text" value="TEST-0029"/>
	2. Project: Test Review		5. Date: 06/21/2004
	3. Review Type: TEST		6. RID Status: RID Implementation
	7. PreRIDs/RIDs Combined with this RID:		
Action A - Initiator	* 8. Initiator Name - First: (b)(4)	* 9. Last: (b)(4)	10. Site: MSFC
	* 11. Org: ED43	* 12. Phone: 4-1148	* 13. E-mail: (b)(4)
	* 14. Reviewed Item: MSFC-PLAN-2456 - Thermal Control Plan		
	15. Page/Sheet:	16. Para/Zone:	17. Sec/Vol/Part:
Action Review/Closure	* 18. Assigned Team: Thermal		
	* 19. RID Subject: (200 characters max.) Test of Orphaned Action Item		
	* 14. Actionee Signature: Ken Bauer		15. Date: 06/21/2004
	Action Review		Action Closure
	* 16. Concur ? <input type="radio"/> Yes <input type="radio"/> No	17. Signature Initiator: (b)(4)	18. Date
	<input type="radio"/> Yes <input type="radio"/> No	Reviewer 1: Amy Hemken	* 19. Close Action? <input type="checkbox"/> Yes
			20. Action Closed by: Les Barbee
			21. Date:
	22. Action Closure Remarks: (May be added by Action reviewers and Approval Authority. Remarks will be originator/time/date stamped - 2000 characters max.)		

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Table 10. Field Descriptions for Action Item Approval

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
19	Close Action?	Yes	Option	Yes/No	Program Manager or designee	Indicator of Action closure.
20	Action Closed by	Yes	Text		Program Manager or designee	The signature of the Team Lead.
21	Date	N/A	Date	Auto-entered by System	System	The date the Action is closed.
22	Action Closure Remarks	No	Text		Reviewer and/or Project Manager	Remarks related to Action Item.

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6.17 System Engineer – RID Implementation Performed by the System Engineer

The screenshot shows a vertical menu titled 'RID FUNCTIONS'. It contains several sections: 'Entry' (Initiator, Update), 'Member' (Screening, Lead, Developer), 'Team' (Lead), 'PreBoard' (Chair), 'Board' (Chair), 'Actionee', 'Concur' (Action Closure, Approve), and 'RID Implementation' (which is circled in red). Below this is the 'GENERAL USER FUNCTIONS' section with links like 'View / Print RIDs', 'View / Print Reports', 'Pending Tasks', and 'Change Password'. The 'ADMINISTRATIVE FUNCTIONS' section includes 'Create New Review', 'Review Maintenance', 'Review Administration', and 'REVIEW FUNCTIONS' with a 'Board Certification' link.

Step 1. To enter the RID Implementation, click “RID Implementation” from the Main Menu. This will open the System Engineer's RID Implementation Login dialog box.

Step 2. Enter the System Engineer's password for the review and hit “Enter” or click “OK.” This will open the RID Header.

Step 3. Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block G of the RID form.

Step 4. Enter data in fields 57-59. See Table 11 for field descriptions.

Step 5. Click Commit.

Note: Action Item Implementation data may be automatically copied from associated Action Items into field 57 of the RID by clicking the “Copy and Combine Action” implementation link in field 57.

The screenshot shows the 'RIDS - Review Item Discrepancy System' interface in Microsoft Internet Explorer. The header includes the 'RIDS' logo and 'System Engineer Approval'. The main form is divided into several sections. The 'Header' section contains fields for '1. PreRID Number' (KRB-101), '2. Project' (Test Review), '3. Review Type', '4. RID Number' (TEST-0030), '5. Date' (06/21/2004), and '6. RID Status' (RID Implementation). A note states: 'Note: Mandatory fields are tagged with an asterisk and have a light gray background.' Below this is 'Block G - Implem.' which contains a large text area for '57. RID Implementation Information'. A link 'Copy & Combine Action Implementation' is circled in red. Below this is '58. System Engineer's Approval' with a signature field and '59. Date'. The bottom section contains '60. RID Implementation Concurrence' with 'Yes' and 'No' radio buttons, 'Initiator' (b)(4), 'Reviewer' (Amy Hemken), and '61. RID Implementation Closure' with 'Close RID?' and 'Yes' checkbox, 'Proj. Mgr.' (Les Barbee), and 'Date'. The bottom of the form has a 'Commit' button with the text '(Updates the screen and database)'.

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Table 11. Field Descriptions for RID Closure - Block G (Fields 57-59)

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
57	RID Implementation	Yes	Text		System Engineer	The Implementation of the RID.
58	System Engineer's Approval	Yes	Text		System Engineer	
59	Date	N/A	Date	Auto-entered by System.	System	The date the System Engineer approves RID Implementation.

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6.18 RID Reviewer – RID Closure Concurrence

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To enter the RID Reviewer's Concurrence, click RID Closure Concur from the Main Menu. This will open the RID Reviewer's Login dialog box.
- Step 2.** Enter the RID Reviewer's password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block G, fields 60 and 62, of the RID form.
- Step 4.** Enter data in field 60 and 62. See Table 12 for field descriptions.
- Step 5.** Click Commit.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

RIDS Home Page - Reports - Print Screen - Help

RID Closure Concurrence

Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) LAB-207	REVIEW ITEM DISCREPANCY (RID) Note: Mandatory fields are tagged with an asterisk and have a light gray background.	4. RID Number: (Will be assigned by the system) TEST-0025
	2. Project: Test Review		5. Date: 06/17/2004
	3. Review Type: TEST		6. RID Status: RID Concurrence
	7. PreRIDs/RIDs Combined with this RID:		
		9. Last MSFC	10. Site: MSFC
		11. Org: ED43	
Block G - Implem.	* 58. System Engineer's Approval: (Signature will promote the RID to the next status level) Les Barbee		59. Date: 06/17/2004
	* 60. RID Implementation Concurrence Initiator: Les Barbee Reviewer: Amy Hemken		* 61. RID Implementation Closure Close RID? <input type="checkbox"/> Yes Proj. Mgr.: Les Barbee Date:
	62. RID Implementation Remarks: (May be added by Implementation reviewers and Approval Authority - 2000 characters max.)		
Commit (Updates the screen and database)			

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Table 12. Field Descriptions for RID Closure - Block G (Fields 60 and 62)

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
60	RID Concurrence	Mandatory as specified in Review Setup	Option	Yes/No	Reviewer	Indicator of concurrence or non-concurrence with the RID closure.
	Signature	Mandatory as specified in Review Setup	Text		Reviewer	Signature of Reviewer.
	Date	N/A	Date	Auto-entered by System.	System	The date the Reviewer concurred with RID Implementation.
62	Remarks	No	Text		Reviewers and/or Project Manager	Remarks related to RID Implementation.

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6.19 Project Manager – RID Approval

RID FUNCTIONS		
Entry	Initiator	Update
Member	Screening	Lead
Developer		
Member	Team	Lead
Member	PreBoard	Chair
Member	Board	Chair
Actionee		
Concur	Action Closure	Approve
RID Implementation		
Concur	RID Closure	Approve
GENERAL USER FUNCTIONS		
View / Print RIDs		
View / Print Reports		
Pending Tasks		
Change Password		
ADMINISTRATIVE FUNCTIONS		
Create New Review		
Review Maintenance		
Review Administration		
REVIEW FUNCTIONS		
Board Certification		

- Step 1.** To enter the RID Approval, click RID Closure Approve from the Main Menu. This will open the RID Project Manager's Login dialog box.
- Step 2.** Enter the Project Manager's password for the review and hit "Enter" or click "OK." This will open the RID Header.
- Step 3.** Select the desired PreRID or RID from the dropdown list of PreRID or RID Numbers. This will open Block G, fields 61-62 of the RID form.
- Step 4.** Enter data in fields 61-62. See Table 13 for field descriptions.
- Step 5.** Click Commit.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer provided by MSFC

RIDS Home Page - Reports - Print Screen - Help

Project Manager Approval

Header

1. PreRID Number: (Use Initials + sequence # - ABC-01 - then hit Enter)
KRB-011

2. Project:
Test Review

3. Review Type:
TEST

4. RID Number: (Will be assigned by the system)
TEST-0012

5. Date:
01/20/2004

6. RID Status:
RID Implementation

7. PreRIDs/RIDs Combined with this RID:

8. Initiator Name - First: (b)(4)

9. Last: (b)(4)

10. Site:
MSFC

11. Org:
Calsa

Block G - Implement.

58. System Engineer's Approval: (Signature will promote the RID to the next status level)

60. RID Implementation Concurrence

Initiator: (b)(4)

Reviewer: Amy Hemken

61. RID Implementation Closure

Close RID? ☐ Yes

Proj. Mgr.: Les Barbee

Date:

62. RID Implementation Remarks: (May be added by Implementation reviewers and Approval Authority - 2000 characters max.)

Commit (Updates the screen and database)

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Table 13. Field Descriptions for RID Closure - Block G (Fields 61-62)

Field Number/Name		Mandatory User Input?	Field Type	Field/List Values	Input Source	Description/Comments
61	Close RID?	Yes	Option	Yes/No	Project Manager	Indicator of RID closure.
	Proj. Mgr.	Yes	Text		Project Manager	The Project Manager's signature.
	Date	N/A	Date	Auto-entered by System	System	The date the RID is closed.
62	Remarks	No	Text		Reviewers and/or Project Manager	Remarks related to RID Implementation.

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Appendix A

RID Form

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Header	1. PreRID Number: (Use initials + sequence # - ABC-01 - then hit Enter) (PreRID Number) <input type="text"/>	REVIEW ITEM DISCREPANCY (RID) Note: Optional fields have a darker background.	4. RID Number: (Will be assigned by the system) (RID Number) <input type="text"/>
	2. Project:		5. Date:
	3. Review Type:		6. RID Status:
	7. PreRIDs/RIDs Combined with this RID:		
Block A - Initiator	* 8. Initiator Name - First:	* 9. Last	10. Site: (Site) <input type="text"/>
	* 11. Org:		
	* 12. Phone:		* 13. E-mail:
	* 14. Reviewed Item: (RIDable Document) <input type="text"/>		
	15. Page/Sheet:	16. Para/Zone:	17. Sec/Vol/Part:
	18. Assigned Team:		
	* 19. RID Subject: (200 characters max.)		
	* 20. Discrepancy: (Fully describe the problem/discrepancy - 65K characters max.)		
	21. Reference Document: (Document that contains the requirement not met by Reviewed Item.) (Reference Document) <input type="text"/>		22. Para.:
	23. Consequences if Not Corrected: (2000 characters max.)		
	24. Initiator's Recommended Corrective Action: (Where appropriate, use "From-To" Language - 2000 characters max.)		
25. Remarks: (2000 characters max.)			
Block B - Screening	* 26. RID Screening Disposition: <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Cancelled - 27. Rationale: <input type="radio"/> Combined With - 28. RID#: <input type="radio"/> 29. Track as (Tracking Classification) <input type="text"/>		
	* 30. Sorting Category: (Sorting Category) <input type="text"/>		
	31. Remarks: (May be added by any reviewer with screening access. Remarks will be date/time-stamped - 2000 characters max.)		
	* 32. Screening Lead's Approval: (Signature will promote the RID to the next status level)		33. Date:

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Block C - Developer	* 34. Developer's Recommended Corrective Action: (65K characters max.)																						
	35. <input type="checkbox"/> Cost Impact ROM:				36. <input type="checkbox"/> Schedule Impact ROM:																		
	37. <input type="checkbox"/> Other Impact (Specify):																						
	* 38. Developer's Approval: (Signature will promote the RID to the next status level)				39. Date:																		
Block D - Team	* 40. Team Recommendation: <input type="radio"/> Approved <input type="radio"/> Disapproved <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Combined With RID <input type="radio"/> Approved per Remarks <input type="radio"/> Recommended Study			* 42. Present to PreBoard? <input type="radio"/> Yes <input type="radio"/> No Disapprove & Recommend Study automatically marked 'Yes' Withdrawn & Combined automatically marked 'No' Approved & Approve per Remarks not automatically marked																			
	43. Remarks: (May be added by any reviewer with Team access. Remarks will be date/time-stamped - 2000 characters max.)																						
	Team Level Action Summary (Click Action # to view, update and concur with actions for this RID.)																						
	<table border="1"> <thead> <tr> <th>#</th> <th>Action</th> <th>Actionee</th> <th>Suspense</th> <th>Recommended/Assigned By</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="6">* 44. Team Lead's Approval: (Signature will promote the RID to the next status level and lock actions from further update)</td> </tr> <tr> <td colspan="5"></td> <td>45. Date:</td> </tr> </tbody> </table>						#	Action	Actionee	Suspense	Recommended/Assigned By	Status	* 44. Team Lead's Approval: (Signature will promote the RID to the next status level and lock actions from further update)										
#	Action	Actionee	Suspense	Recommended/Assigned By	Status																		
* 44. Team Lead's Approval: (Signature will promote the RID to the next status level and lock actions from further update)																							
					45. Date:																		
Block E - PreBoard	* 46. PreBoard Recommendation: <input type="radio"/> Approved <input type="radio"/> Disapproved <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Combined With - RID#: <input type="radio"/> Approved per Remarks <input type="radio"/> Recommended Study			* 48. Present to Board? <input type="radio"/> Yes <input type="radio"/> No Disapprove & Recommend Study automatically marked 'Yes' Withdrawn & Combined automatically marked 'No' Approved & Approve per Remarks not automatically marked																			
	49. Remarks: (May be added by any reviewer with PreBoard access. Remarks will be date/time-stamped - 2000 characters max.)																						
	PreBoard Level Action Summary (Click Action # to view, update and concur with actions for this RID.)																						
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#	Action	Actionee	Suspense	Recommended/Assigned By	Status																		
* 50. PreBoard Chairperson's Approval: (Signature will promote the RID to the next status level and lock actions from further update)					51. Date:																		
Block F - Board	* 52. Board Disposition: <input type="radio"/> Approved <input type="radio"/> Disapproved <input type="radio"/> Withdrawn by Initiator <input type="radio"/> Combined With - RID#: <input type="radio"/> Approved per Remarks <input type="radio"/> Recommended Study																						
	54. Remarks: (May be added by any reviewer with Board access. Remarks will be date/time-stamped - 2000 characters max.)																						
	Board Level Action Summary (Click Action # to view, update and concur with actions for this RID.)																						
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Block G - Implem.	* 57. RID Implementation Information: (Summarize RID Actions. Where appropriate, use "From-To" language - 65K characters max.)	
	* 58. System Engineer's Approval: (Signature will promote the RID to the next status level)	59. Date:
	* 60. RID Implementation Concurrence	* 61. RID Implementation Closure
	<input type="radio"/> Yes <input type="radio"/> No Initiator:	Close RID? <input type="checkbox"/> Yes
	<input type="radio"/> Yes <input type="radio"/> No Reviewer:	Proj. Mgr.: Date:
62. RID Implementation Remarks: (May be added by Implementation reviewers and Approval Authority - 2000 characters max.)		

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